

Siamsa Tíre

Information pack for applicants for the position of Executive Director with Siamsa Tíre



Dear Applicant

Thank you for your interest in applying for the role of Executive Director at Siamsa Tíre, Home to the National Folk Theatre of Ireland. This information pack includes a job description for the role, a person specification, and information about Siamsa Tíre and its activities, along with details on how to apply for the post.

We believe that this is an exciting role which will allow the successful applicant an opportunity to lead one of Ireland's key regional venues into the future and ensure the continued success of the National Folk Theatre of Ireland.

Again, we thank you for the interest you have shown in working with Siamsa Tíre and look forward to hearing from you.

Pat Dawson (Chairman of the Board of Siamsa Tíre)

Siamsa Tíre, celebrating culture – Home to the National Folk Theatre of Ireland.

Siamsa Tíre is located in Tralee, the capital of Kerry, a vibrant creative town, and the gateway to one of Ireland's most renowned areas of natural beauty and hospitality. Tralee is a town steeped in the traditional and contemporary arts and culture and it has a colourful history. The town takes pride in its heritage which extends from its Anglo-Norman foundations to its maritime and coastal history. Tralee's location makes it an ideal place from which to explore Kerry and the Wild Atlantic Way, and the town is situated just a few short minutes' cycle or drive from areas of outstanding natural beauty.

Tralee's catchment area has a population of some 28,000 people, of which approximately 30% are aged 24 or younger and the town has a thriving student population, with some 3,500 students at Tralee Institute of Technology adding an energy to the town's character. Tralee is home to Kerry County Council's Arts Office, which is also the lead partner in delivering the Creative Ireland programme for Kerry 2016-2022.

Tourism is a strategically important element in the economy of Tralee and Kerry generally, reflecting the national priority that Government gives to developing and sustaining tourism in Ireland. Kerry is a high-profile county with a global reputation as a 'must see' destination, and the recent development of The Wild Atlantic Way has bolstered Kerry's profile and popularity. For this reason, the health and vitality of the tourism sector is of direct importance to us in Tralee, and at Siamsa Tíre we work hard to develop programmes of events that reflect the best of Ireland's folk, traditional and contemporary arts in professional productions that will attract, inspire and entertain our visitors and tourists alongside our diverse local audiences.

Siamsa Tíre is one of the busiest theatres and arts centres in Ireland. As home to the National Folk Theatre, we present five months of folk theatre productions from our repertoire between May and September. We also train young people in the traditional arts, produce new work and tour internationally.

From October to April, Siamsa Tíre, operating as a receiving venue, hosts a wide range of events, including touring drama, classical music, comedy, dance and opera along with productions by local groups and musical societies. Our gallery spaces display the work of artists from Ireland and abroad as well as complementing the work of the National Folk Theatre during its repertory season.

At the heart of Siamsa Tíre lies a professional core group of full-time players supported by selected artists drawn from the local community trained in the unique Siamsa style and idiom. Under the guidance of the Artistic Director of the National Folk Theatre, full-time and community performers, who have completed the company's training scheme, integrate and blend into a dedicated and talented team.

Recent productions by the National Folk Theatre include, *Anam*, which premiered at the Dublin Dance Festival in 2016 and toured nationally in 2017. In 2018, a new production, *An Ghaoth Aniar*, celebrated the unique cultural traditions of the west coast. Kerry is the leading destination for visitors to Ireland and audiences for performances by the National Folk Theatre come from across the world, but particularly from the European mainland and North America.

Siamsa Tíre is funded by the Department of Culture, Heritage & the Gaeltacht and Kerry County Council. Our Corporate Sponsor is Kerry Group.



GENERAL INFORMATION FOR CANDIDATES



Thank you for your interest in this senior leadership position with Siamsa Tíre, Home to the National Folk Theatre of Ireland www.siamsatire.com

The post of Executive Director is offered as a full-time position on a 5 (five) year contract of employment. The employer will be Siamsa Tíre. The remuneration package includes a salary that will reflect the experience of the successful candidate and the responsibilities of this role, plus a contribution to a pension scheme. The annual leave entitlement is 25 days per annum. This full-time post is based at Siamsa Tíre, Town Park, Tralee, Co Kerry.

A working knowledge of Irish will be an advantage.

Siamsa Tíre, Home to the National Folk Theatre of Ireland is funded primarily through our box-office and other earned income, and we rely on an annual subvention from the Department of Culture, Heritage and the Gaeltacht. We also receive an annual grant from Kerry County Council and sponsorship from our Corporate Sponsor, Kerry Group.

Siamsa Tíre, Home to the National Folk Theatre of Ireland is governed by a board of 10 (ten) voluntary directors and employs around 35 staff.

ROLE DESCRIPTION FOR EXECUTIVE DIRECTOR OF SIAMSA TÍRE/NATIONAL FOLK THEATRE OF IRELAND

This role is the most senior position within our organisation. It is a leadership role that has a strong executive management function alongside creative programming, and the Executive Director will be the figurehead of our organisation. The Executive Director will report directly to the Board on the overall business, governance and financial performance of the organisation, and will be directly responsible for venue management and staffing, fundraising and promotion of our organisation.

The Executive Director will have overall responsibility for running the organisation, for programming the theatre (outside of the repertory season), for managing staff, and for leading the development and growth of the business over the next 5 (five) years 2019-2023.

The Executive Director will:

- In conjunction with the Artistic Director and the Board, set the strategic direction of Siamsa Tíre and implement the organisation's vision
- Drive change to support the demands of the organisation in the 21st Century
- Have primary responsibility for the effective management of the company's financial operations and its financial viability and resilience
- Lead in human resource best practice in the organisation
- Lead the senior management team to ensure effective communication throughout the Company of all matters relevant to its effective running
- Lead and represent the company in promoting and maintaining the company's relationships with the Department of Culture, Heritage & the Gaeltacht, Kerry County Council, the Arts Council and other public bodies
- Foster and develop relationships with key stakeholders including audiences, supporters, sponsors and donors
- Report to the Board on all operational and financial matters at Board and relevant sub-committee meetings
- Act, at all times, in furtherance of the aims and objectives of the Company
- Lead our staff in continuing to embed good practice in sustainability across all aspects of the organisation's business.

This list of responsibilities is not exhaustive, and the Executive Director may be required to perform additional duties as operationally required and at the discretion of the Board.

ESSENTIAL EXPERIENCE AND SKILLS REQUIRED FOR POST OF EXECUTIVE DIRECTOR

1. At least 5 (five) years' experience in managing and running an arts organisation - this includes experience of managing staff, project management, managing change, venue/facilities management, budgets, fundraising and reporting to and managing a Board.
2. At least 3 (three) years' experience in artistic programming in the performing arts.
3. Experience of creating or contributing to strategic plans and their implementation.
4. Experience of making funding applications, of managing diverse funding relationships and reporting requirements, and of managing relationships with funders across the public and private sectors.
5. Detailed working knowledge of the culture and arts sector within Ireland, particularly regarding the traditional arts, folk arts, and the performing arts generally, and the challenges facing venues and production companies.
6. Detailed working knowledge of the policy and funding framework (Irish and EU) that supports culture and the arts in Ireland, including the principal policy pillars of the main Government Departments and agencies involved in supporting culture, creativity and the arts.
7. Experience of working effectively with artists, production companies and other creative practitioners, including networks of venues and producers (in Ireland or elsewhere).

DESIRABLE EXPERIENCE AND SKILLS

1. Ability to communicate through Irish.
2. Experience of public speaking and engaging with the media in representing an organisation or project.
3. Good understanding of international touring opportunities.
4. Knowledge of Charity and Company legislation.
5. A clean driving licence.

APPLICATION AND SELECTION PROCESS

Stage 1 – letter of application

If you are interested in this position and if you can show us that you have the required experience, skills, ambition and vision that you want to bring to Siamsa Tíre to help us in this next phase of our development, we want to hear from you.

The application process requires you to write a letter of application of no more than 2,500 (two thousand five hundred) words in which you tell us about your reasons for applying for this job – why you want it – and how you feel your experience and skills match what we are looking for.

We are particularly interested in hearing examples of achievements in your current or other jobs that are directly relevant to the role we are offering as Executive Director.

We would like to hear what you have to say about the position and potential of the folk and traditional arts within the broader ecology of the performing arts in Ireland and internationally.

Your letter of application should also give the names of three referees.

Finally, you must attach a copy of your curriculum vitae to give us as full a picture as possible of your employment and career history to date, and you should feel free to refer to your CV, career history, and achievements in your letter of application.

Please note that your letter of application and the accompanying cv must be received by Siamsa Tíre by 17.00 on Monday 28th of January, and please note that your letter of application must be sent by email to directorrecruitment@siamsatire.com

Stage 2 – shortlisting of applications

Eligible applications will be shortlisted by a panel appointed by Siamsa Tíre, with reference to the requirements of the role of Executive Director. Applications that most strongly match our requirements in terms of experience and skills, and that articulate a sense of ambition and vision that fits with Siamsa Tíre's vision and mission will be shortlisted and invited to proceed to Stage 3.

Stage 3 – structured interview

Shortlisted applicants will be advised that they are being invited, as potential candidates for the role of Executive Director, to a structured interview that will last approximately 60 minutes. The interview will take place at Siamsa Tíre in Tralee. Candidates will be interviewed by a panel comprising representatives of our Board, and at least one external assessor.

In advance of this interview, candidates may be requested to prepare a piece of work to present to the interview panel for discussion. This may take the form of a written response

to a proposition or a case study, or a presentation on an issue such as shaping a vision for Siamsa Tíre 2019-2023.

Following Stage 3, the interview panel will consider, evaluate, score and assess each candidate's performance. Subject to the outcome of Stage 3, either a decision will be made to appoint one of the interviewed candidates, to call one or more candidates for a second interview (Stage 4), or not to appoint any candidate.

Stage 4 – second and subsequent interview and selection process

Should there be a need for a second or subsequent interview or other process to assist Siamsa Tíre in reaching a decision on appointing the Executive Director, this will happen during late February 2019. The specific detail of this stage will be confirmed and communicated to the relevant candidate or candidates at that stage.